

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

June 30, 1983

JUN 5 8 23 AM '83
DEPT. OF
TRANSPORTATION
PERSONNEL
STAFF

MEMORANDUM 1983-15

TO: Heads of Departments and Agencies
FROM: Hideo Murakami, Comptroller
SUBJECT: FAMIS Vouchering of Payments to Hawaiian Telephone

Pending more formal documentation in the Accounting Manual, this memorandum is to provide specific instructions for the remittance data applicable to payments to Hawaiian Telephone under FAMIS.

The customer billings issued by Hawaiian Telephone contain four (4) data elements that must be included on FAMIS remittance advices:

- (1) Telephone # or account # located on the top right corner.
- (2) The six-digit number located on the bottom left corner.
- (3) The four-digit number located on the bottom left corner.
- (4) Amount being paid.

Please note also that the invoice date on the billing should be included on the remittance advice in the normal manner.

Attached is an illustration of a Hawaiian Telephone customer billing (on which the above data elements are circled), and an illustration of the related FAMIS remittance advice showing the placement of these data elements.

An alternative to the procedure described above may be used by a department or agency only under the following conditions, if an alternative procedure is considered necessary:

- (1) The warrant routing indicator on the voucher must be coded to indicate that the warrant is to be returned to the vouchering agency.
- (2) The warrant will be sent to the vouchering agency for matching with Hawaiian Telephone's remittance advice(s).
- (3) The vouchering agency will mail the warrant and remittance advice(s) to Hawaiian Telephone.

These instructions are directed toward the remittance advice aspects of payments to Hawaiian Telephone and do not change in any way the general instructions for vouchering. Please circulate this information to all offices in your department or agency involved in the vouchering process, stressing the importance of accuracy and completeness in following the instructions.



HIDEO MURAKAMI
Comptroller

Attch.

DEPT. OF
TRANSPORTATION
PERSONNEL
STAFF

JUL 5 8 23 AM '83

PO BOX 997
CUSTOMER SERVICE OFFICE 537-7111

HAWAIIAN TELEPHONE
HONOLULU

513

HI 96808

TEL # OR
ACCOUNT #

INVOICE
DATE

JUN 19 1983

AINA HAINA

373-3888

H S GOVT EDUC DEPT
AINA HAINA LIBRARY
E OAHU LIBRARY DIST
3159 MANOA RD
HONOLULU

HI 96822

PREVIOUS BILL
PAYMENT 05/12

90.93
45.95CR

BALANCE AFTER PAYMENTS

44.98

JUN 19 LOCAL SERVICE TO JUN 19-83

45.95

SAMPLE OF TELEPHONE BILL

643888 PLEASE PAY BEFORE JUN 29 . CHARGES NOT PAID 15
2373 1 DAYS FROM BILL DATE ARE PAST DUE. AMOUNT DUE

90.93

PAYMENTS MADE BUT NOT SHOWN ON THIS BILL SHOULD BE DEDUCTED FROM AMOUNT DUE BEFORE PAYING

WARRANT
NUMBER S 249000

☆ STATE OF HAWAII ☆

REMITTANCE ADVICE

DATE

TO

VENDOR
CODE

INVOICE NUMBER	INVOICE DATE	REMITTANCE DATA	AMOUNT
373-3888	6 19 83	643888 2373	90 93
TOTAL →			90 93

NOTE: THE ABOVE INFORMATION WAS TAKEN FROM YOUR INVOICES. IF FURTHER INFORMATION ABOUT THIS REMITTANCE IS REQUIRED, PLEASE CORRESPOND DIRECTLY WITH THE STATE OF HAWAII AGENCY INVOLVED.